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# Student Evaluation Branch Bulletin

## Volume 4, Number 2

April 1984

### Grade 12 Diploma Examinations Program

#### General Information

This bulletin contains general information about the June and August 1984 Grade 12 Diploma Examinations Program. Please bring the contents of this bulletin to the attention of your staff members.

**DISTRIBUTION:** Officials of the Departments of Education and Advanced Education • Superintendents of Schools • High School Principals • Post-Secondary Institutions • The Alberta Teachers' Association • Alberta School Trustees' Association








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## GRADE 12 DIPLOMA EXAMINATIONS PROGRAM

### 1. INTRODUCTION

All Grade 12 students in Alberta are now required to write at least ONE diploma examination to receive a high school diploma. The Grade 12 Diploma Examinations Program, which is an integral part of the high school diploma requirements, is intended to develop and maintain excellence in educational standards through certification of academic achievement.

The Diploma Examinations Program consists of course-specific examinations that are based on the prescribed *Program of Studies for Senior High Schools* for the following Grade 12 (30-level) courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, and Physics 30.\*

### 2. HIGH SCHOOL DIPLOMA COURSE AND CREDIT REQUIREMENTS

Alberta Education issues two distinct high school diplomas: the General High School Diploma and the Advanced High School Diploma. Table 1, page 2 outlines the course and credit requirements for each diploma.

#### 2.1 General High School Diploma

To earn a General High School Diploma, a student must:

- a. satisfy the course and credit requirements indicated in Table 1, page 2 and
- b. attain course credit in either English 30 or English 33.

The General High School Diploma requires credits in English 30 or English 33. However, some students who are working toward the general diploma may wish to obtain credits in other diploma examination courses (i.e., Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, and Physics 30). To obtain credits in these courses, a student must also write the appropriate diploma examination regardless of which type of diploma he wishes to receive.

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\*In this document, "30-level" refers to all courses that are designated at the 3000 level in the *Junior - Senior High School Handbook*. Similarly, "20-level" refers to courses at the 2000 level, and "10-level" refers to courses at the 1000 level.

TABLE 1

## GENERAL AND ADVANCED HIGH SCHOOL DIPLOMA REQUIREMENTS

(Effective September 1983)

GRADE 10	MINIMUM HIGH SCHOOL COURSE AND CREDIT REQUIREMENTS*		MINIMUM CREDITS REQUIRED: GRADES 10 - 12	DIPLOMA EXAMINATIONS REQUIRED**	
	GRADE 11	GRADE 12		GENERAL HIGH SCHOOL DIPLOMA	ADVANCED HIGH SCHOOL DIPLOMA
English 10 or 13		English 30 or 33	15	English 30 or 33	English 30
Social Studies 10			10		Social Studies 30
Mathematics 10, 13, or 15			5		Mathematics 30
Science 11 or Biology 10 or Chemistry 10 or Physics 10			3		Biology 30 or Chemistry 30 or Physics 30
Physical Education 10			2		
		Credit in two other Grade 12 courses	10		
Normally, a student is limited to 40 credits in one instructional year.				Total of 100 credits required	Final marks in those courses that require a diploma examination are determined on the basis of a 50-50 weighting of the school-awarded mark and the diploma examination mark.

\*The chart shows the minimum courses required. To meet or exceed the 100-credit requirement, Grades 10, 11, and 12 students must select courses from the list outlined in the Junior - Senior High School Handbook.

\*\*In addition to the high school course and credit requirements, the general diploma requires students to write a diploma examination in English 30 or 33. The requirements for the advanced diploma include all the course and credit requirements listed and those diploma examinations noted.



## 2.2 Advanced High School Diploma

The Advanced High School Diploma represents achievement in an academic program that includes language arts (English), social studies, mathematics, and science. To earn an Advanced High School Diploma, a student must:

- a. satisfy the current course and credit requirements for a General High School Diploma (see Table 1, page 2) and
- b. obtain course credit in English 30, Social Studies 30, Mathematics 30, and ONE of Biology 30, Chemistry 30, or Physics 30.

## 2.3 Awarding of Course Credits

*Grade 10 and Grade 11 Courses.* To obtain credits in Grade 10 (10-level) and Grade 11 (20-level) courses, a student must earn a final mark of 40% or better. A student who has achieved a mark of 50% or higher in a given course is eligible to take the next or higher-rank high school course in that sequence.

*Grade 12 Courses.* To obtain credit in a Grade 12 (30-level) course, a student must earn a final mark of 50% or better. To obtain credit in a Grade 12 (30-level) diploma examination course, a student must write the appropriate diploma examination and attain a final blended mark of 50% or better. The "final blended mark" is made up of 50% of the mark awarded by the school and 50% of the diploma examination mark. For example, if a student taking Chemistry 30 has a mark of 45% from his school and scores a mark of 57% on the diploma examination, his final mark will be the average of the two marks, or 51%. He will therefore earn credits in Chemistry 30 because his final mark is over 50%.

Students who have completed partial requirements for the Advanced High School Diploma prior to September 1, 1983, and who are enrolled in Grade 12 courses, may apply any of the previously completed diploma examination subjects toward a diploma, provided they have earned a final course mark of 50% or better in each subject.

## 2.4 Transitional Provisions

During the 1983-84 school year, Alberta Education will recognize all course credits earned prior to September 1, 1983, for the purpose of awarding the General High School Diploma. If a student has completed a diploma examination course prior to September 1, 1983 and wishes to write the diploma examination, the examination will count for 100% of the final mark.

## 2.5 Award of Excellence

When a candidate for an Advanced High School Diploma obtains a final average of 80% or higher on the four required diploma examination courses (see Table 1, page 2) with not less than 65% in any one of these four required courses, he receives an Award of Excellence. This Award of Excellence is noted on the student's Advanced High School Diploma.

When a student writes two or three of the diploma examinations in the sciences (i.e., Biology 30, Chemistry 30, and Physics 30), the highest of these final course marks is used for diploma purposes and in the calculation of the average for the Award of Excellence.



### 3. THE GRADE 12 DIPLOMA EXAMINATIONS

#### 3.1 Eligibility Criteria

Students who are enrolled in approved Alberta high schools and have completed a Grade 12 diploma examination course are eligible to write the diploma examination in that course.

#### 3.2 Registering to Write Diploma Examinations

*High School Students.* Students who are enrolled in Grade 12 diploma examination courses at approved Alberta high schools need not apply to write diploma examinations in those courses. Their candidacy is confirmed by their high school principal on the examination registration checklist forms that are issued by Alberta Education.

*Alberta Correspondence School Students.* Students who are enrolled in Grade 12 diploma examination courses at the Alberta Correspondence School must apply to the Alberta Correspondence School to write diploma examinations in those courses. At the time of application, these students must also indicate their choice of writing centre. In Edmonton or Calgary, Alberta Correspondence School students must write diploma examinations at special writing centres designated by Alberta Education.

NOTE: Application forms may be obtained from high schools, Regional Offices of Alberta Education, or from the Student Evaluation Branch.

#### 3.3 Provisions for Mature Students

For the purpose of the Grade 12 June and August 1984 Diploma Examinations Program, a "mature student" is a student who meets any of the following:

- a. a student with a valid Alberta high school diploma
- b. a student 20 years old or older as of September 1, 1983
- c. a student 19 years old as of September 1, 1983 provided that after having reached the age of 18 years he or she has left school and remained out of school for at least eight consecutive months.

Mature students may write any diploma examination for 100% of the final mark without having taken formal instruction in the course.

If a mature student enrolls in a diploma examination course at an approved Alberta high school, his final course mark will be either a blended one or, if his school-awarded course mark is equal to or less than the diploma examination mark, his final mark will be the examination mark only.

Mature students must apply to the Student Evaluation Branch of Alberta Education to write diploma examinations. At the time of application, mature students who choose to write diploma examinations outside Edmonton or Calgary must indicate their choice of writing centre. In Edmonton and Calgary, mature students must write diploma examinations at special writing centres designated by Alberta Education.

Application forms are available from high schools or from the Regional Offices of Alberta Education. These forms should be forwarded to the Co-ordinator of Examination Administration, Student Evaluation Branch, Alberta Education.



### 3.4 Format of the Diploma Examinations

The Grade 12 diploma examinations are based on the provincially prescribed *Program of Studies for Senior High Schools*. Details of the *Program of Studies* are elaborated in curriculum specifications for each diploma examination course, which are distributed to senior high schools as are bulletins describing each diploma examination. Each bulletin describes the examination format, explains the subject matter to be examined, and provides sample questions.

### 3.5 French Translations

French translations of the diploma examinations in Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30 are available. A high school student who wishes to write the French translation of a diploma examination should inform his high school principal. An Alberta Correspondence School student or a mature student who wishes to write the French translation of a diploma examination should so indicate when applying to write the examinations.

### 3.6 Writing the Diploma Examinations in Special Circumstances

In special circumstances a student may request of the local school board, through his school principal, that a scribe be appointed to assist him in writing the examination. Students who are visually impaired may request diploma examinations in large print format. Applications regarding special circumstances should be made to the Student Evaluation Branch of Alberta Education at least 30 days in advance of the writing date.

### 3.7 Administration Dates and Places

The diploma examinations are administered in January, June, and August of each school year. The June and August 1984 diploma examinations will be administered according to the schedule given in Table 2, page 6.

The June examinations are administered in all approved senior high schools that offer Grade 12 diploma examination courses; the August examinations are administered in writing centres designated by the Student Evaluation Branch of Alberta Education. These writing centres are listed in Table 3, page 7.

TABLE 2  
GRADE 12 DIPLOMA EXAMINATIONS SCHEDULE, 1984

JUNE 1984			
Thursday June 14	Monday June 25	Tuesday June 26	Wednesday June 27
9:00-11:30 a.m. English 30 - Part A* English 33 - Part A*	9:00-11:00 a.m. English 30 - Part B English 33 - Part B	9:00-11:30 a.m. Chemistry 30	9:00-11:30 a.m. Mathematics 30
	1:00-3:30 p.m. Biology 30	1:00-3:30 p.m. Social Studies 30	1:00-3:30 p.m. Physics 30
AUGUST 1984			
Friday August 10	Monday August 13	Tuesday August 14	Wednesday August 15
9:00-11:30 a.m. English 30 - Part A* English 33 - Part A*	9:00-11:30 a.m. Social Studies 30	9:00-11:30 a.m. Mathematics 30	9:00-11:30 a.m. Physics 30
1:00-3:00 p.m. English 30 - Part B English 33 - Part B	1:00-3:30 p.m. Biology 30	1:00-3:30 p.m. Chemistry 30	

\* "Part A" denotes the written-response portions of the English examinations.



TABLE 3

## AUGUST 1984 DIPLOMA EXAMINATION WRITING CENTRES

CODE No.	WRITING CENTRE	CODE No.	WRITING CENTRE
2601	Athabasca (Edwin Parr HS)	6122	Pincher Creek (Matthew Halton Community School)
2301	Barrhead (Lorne Jenken HS)	4444	Red Deer (Lindsay Thurber HS)
2950	Bonnyville (Bonnyville Centralized HS)	2722	Smoky Lake (H. A. Kostash HS)
6740	Brooks (Brooks Composite HS)	3610	Vegreville (Vegreville Composite HS)
9996	Calgary (SAIT N105)	5410	Vulcan (County Central HS)
4822	Castor (Gus Wetter HS)	3909	Wainwright (Wainwright HS)
5725	Drumheller (Drumheller Composite HS)	2411	Westlock (Richard F. Staples HS)
7996	Edmonton (NAIT E102)	3144	Wetaskiwin (Wetaskiwin Composite HS)
2002	Edson (Parkland Composite HS)		
2008	Evansburg (Grand Trunk HS)		
1869	Fort McMurray (Public School Board Office)		
1141	Grande Prairie (Grande Prairie Composite HS)		
1703	High Level (High Level Public School)		
1606	High Prairie (E. W. Pratt School)		
2011	Hinton (Harry Collinge HS)		
6466	Lethbridge (Winston Churchill HS)		
6850	Medicine Hat (Medicine Hat HS)		
1511	Peace River (Peace River HS)		

NORTHWEST TERRITORIES

Writing centres will be designated as needed.  
Contact

Mr. M. S. Naidoo  
Department of Education  
Yellowknife, Northwest Territories  
873-7441

3.8 Security of the Diploma Examinations

All of the June 1984 examination booklets and answer sheets used by students must be returned for marking. This includes the Readings and Questions booklets for English 30 Part B and English 33 Part B. Security of the diploma examinations and related materials shall be maintained in accordance with Examination Regulation 531/82 of *The School Act* (see appendix A, page 15). UNUSED examination booklets and answer sheets are to be left in the school. The principal shall ensure that these booklets are kept on file and made available to teachers and students upon request.

The August 1984 examinations are secured. Therefore ALL examination materials, used and unused, will be returned to Alberta Education.

### 3.9 Reporting the Results

*Reporting to Students.* Students who write Grade 12 diploma examinations receive individual results statements from the Student Evaluation Branch of Alberta Education. These results statements show three marks for each diploma examination course: the school-awarded mark, the diploma examination mark, and the final blended mark where applicable. In 1984, the mailing deadlines for these results statements will be July 21 and August 25 for the June and August examination administrations respectively.

Students receive final course marks in non-diploma examination courses from their schools.

*Reporting to School Jurisdictions.* Each jurisdiction receives a summary of scores for students in its jurisdiction, school profiles, and a jurisdiction profile for each diploma examination course.

*Reporting to Schools.* Each school receives, for its students, a summary of student scores on the Grade 12 diploma examinations as well as profiles of achievement in each diploma examination course.

*Reporting to the Public.* Provincial summary data for each diploma examination course are reported to the public.

### 3.10 Recording the Results

The Computer Services and Student Records Branch of Alberta Education issues high school transcripts and enters the results of diploma examinations on each student's high school record.

For Grade 12 diploma examination courses, the high school transcript shows three marks: the school-awarded mark, the diploma examination mark, and the final blended mark. If a diploma examination course has been repeated, the highest final mark and the most recent final mark will be recorded.

When a student has completed the course and credit requirements, Alberta Education issues the appropriate high school diploma.

### 3.11 Appeal Provisions

A student who is dissatisfied with a school-awarded mark may:

- a. appeal to the school principal under the appeal policy set by the local school board, or
- b. take the course again.

A student who is dissatisfied with a Grade 12 diploma examination mark may:

- a. request in writing to the Student Evaluation Branch of Alberta Education that the examination be rescored, or
- b. rewrite the examination at a later administration date.

A student may repeat a diploma examination course to obtain a new school mark. In such a case, the previous examination mark would be brought forward to be blended. Similarly, a student choosing to rewrite a diploma examination would have his school mark brought forward to be blended.



Although there is no fee for writing the Grade 12 diploma examinations, a student who decides to have an examination rescored pays a \$10 fee. If the rescoring results in an increase of 5% or more in the diploma examination mark, the \$10 fee is refunded to the student. The rescored mark will be the mark recorded on the student's record.

### 3.12 Rewriting Diploma Examinations

A student may rewrite a diploma examination to improve his mark at any regularly scheduled sitting. The student must fill out an application form to register to rewrite. Application forms may be obtained from high schools, the Regional Offices of Alberta Education, or the Student Evaluation Branch. There is no fee for rewriting a diploma examination.

### 3.13 Admission to Post-Secondary Institutions

Students who plan to attend post-secondary institutions should consult the calendars of these institutions regarding admission requirements and plan their programs accordingly.

### 3.14 Awards and Scholarships

The Alberta Students Finance Board can provide information regarding qualifications for certain awards and scholarships.

## 4. PROCEDURES FOR ADMINISTERING AND MARKING THE GRADE 12 DIPLOMA EXAMINATIONS

### 4.1 Submission of School-Awarded Marks

School-awarded marks must be forwarded to the Computer Services and Student Records Branch of Alberta Education. These marks must be in the mail or in the Regional Offices of Alberta Education no later than 4:00 p.m. on June 24 and August 12, 1984. Principals will inform all students of their school marks by this date. School-awarded marks shall be in percentage points rounded to the nearest whole number.

### 4.2 Chief Presiding Examiners

Generally, the principal of the school in which the examinations are administered is designated Chief Presiding Examiner. Persons designated Chief Presiding Examiners shall acquaint themselves with Examination Regulation 531/82 of *The School Act* (see Appendix A, page 15), which must be strictly followed. The Chief Presiding Examiner shall sign the "Statement of the Chief Presiding Examiner" (see Appendix B, page 21).

### 4.3 Distribution, Administration, and Collection of Examinations

For the June writing, each school board is responsible for the distribution, administration, and collection of the diploma examinations within its jurisdiction.

Principals must validate student registration in diploma examination courses. On the basis of this information, Alberta Education distributes the appropriate quantities of diploma examinations and related materials to the central office of each jurisdiction.

The administration of diploma examinations within each school is the direct responsibility of the Chief Presiding Examiner.

Immediately following the administration of the scheduled examinations, the school jurisdiction collects the completed examinations and all related materials and forwards them to the Student Evaluation Branch of Alberta Education. (Further details of procedures for returning these materials to the Branch will be issued at a later date.)

### 4.4 Selection of Examination Markers

Classroom teachers for each subject area assist Alberta Education in preparing examination questions. Teachers are also involved in marking the written-response portions of the examinations.

To be selected as markers, teachers must be recommended to the Student Evaluation Branch by their superintendents. To be eligible to mark, a teacher must have taught the course for two or more years, be currently teaching the course, and have a valid Alberta Permanent Professional Certificate. Teachers who are interested in being recommended as markers should contact their superintendents as soon as possible.



Superintendents are requested to provide the Student Evaluation Branch of Alberta Education with additions to their lists of eligible markers as soon as possible.

#### 4.5 Grade 12 Diploma Examination Marking Dates, 1984

In 1984 all diploma examinations will be marked in Edmonton on the dates indicated in Table 4 below.

TABLE 4

<u>Course</u>		<u>Marking Dates</u>
English 30 (A)*		July 3-12
English 33 (A)*		July 4-12
English 30 (B)		machine scored
English 33 (B)	JUNE 1984	machine scored
Social Studies 30		July 4-10
Biology 30		July 9-12
Chemistry 30		July 9-12
Mathematics 30		July 9-12
Physics 30		July 9-12
English 30 (A)*		Aug 20-22
English 33 (A)*		Aug 20-22
English 30 (B)		machine scored
English 33 (B)		machine scored
Social Studies 30	AUGUST 1984	Aug 20-22
Biology 30		Aug 20-21
Mathematics 30		Aug 20-21
Chemistry 30		Aug 20-21
Physics 30		Aug 20-21

\* "Part A" denotes the written-response portions of the English examinations.

#### 4.6 Significant Dates in the Administration of the Diploma Examinations, 1984

Following are several important dates for the June and August 1984 administration of the Grade 12 diploma examinations.

March 6, 1984	Alberta Education distributes examination registration checklist forms to senior high schools.
March 30, 1984	Schools return the registration checklist forms and application forms to the Computer Services and Student Records Branch of Alberta Education.
May 1, 1984	Application deadline for mature students and students wishing to rewrite any examination during the June 1984 sitting.
June 4, 1984	Alberta Education ships diploma examination materials to the central offices of all school jurisdictions.
June 14, 1984	Parts A (the written-response portions) of the English 30 and English 33 examinations are administered from 9:00 - 11:30 a.m.
June 24, 1984	School-awarded marks for students registered to write the June diploma examinations are to be mailed or delivered to the Computer Services and Student Records Branch of Alberta Education postmarked no later than 4:00 p.m. Principals will inform all students of their school marks by this date.
June 25 - 27, 1984	The remaining diploma examinations are administered according to the schedule outlined in Table 2, page 6.
June 27 - 28, 1984	All examinations and answer sheets completed by students are returned to Alberta Education.
August 10-15, 1984	The diploma examinations are administered according to the schedule outlined in Table 2, page 6.
August 12, 1984	Any school-awarded marks not previously submitted for students registered to write the August diploma examinations are to be mailed or delivered to the Computer Services and Student Records Branch of Alberta Education postmarked no later than 4:00 p.m. Principals will inform all students of their school marks by this date.



## 5. FURTHER INFORMATION

Additional copies of this bulletin and further information may be obtained by contacting:

Student Evaluation Branch  
Devonian Building, West Tower  
11160 Jasper Avenue  
EDMONTON, Alberta  
T5K 0L2  
Phone: 427-5419

or the Regional Offices of Alberta Education located in:

Grande Prairie	538-5130
Edmonton	427-2952
Red Deer	340-5262
Calgary	297-6353
Lethbridge	329-5243





# APPENDIX A

## SCHOOL ACT

### Examination Regulation 531/82

1 In this regulation,

- (a) "board" includes a board of education of a county, a school committee under the *Municipal and School Administration Act* and a person or group approved as a board by the Director;
- (b) "candidate" means a person who writes an examination under this regulation;
- (c) "Director" means the Director of Student Evaluation;
- (d) "examination" means an examination that is approved by the Minister;
- (e) "examination materials" means papers, answer sheets, tapes and any other materials supplied by the Director for the purposes of an examination;
- (f) "examiner" means a person appointed under section 7(1);
- (g) "writing centre" means a school or other facility designated by the Director as a place where examinations will be written.

2(1) The Director may issue a directive in writing with respect to an examination prescribing the following:

- (a) the subject matter of the examination;
- (b) the qualifications required for a person to be a candidate;
- (c) the writing centre, date and time at which the examination will be conducted;
- (d) the date before which an application shall be received by the Director in order for the applicant to be a candidate for the examination;
- (e) the fee, if any, required to be paid by a candidate;
- (f) the place to which appeals and applications may be sent or delivered to the Director.

(2) The Director shall send a copy of the directive to each board and may require a board to conduct the examination.

(3) The Director may waive any time limits imposed in a directive.

3(1) A board shall conduct the examination in accordance with this regulation and the directive.

(2) The principal of a school designated as a writing centre shall be the chief presiding examiner for the examination.

(3) If the principal of a school designated as a writing centre is unable to act or the examination is being held in a building that is not a school, the board shall appoint a chief presiding examiner approved by the Director.

4(1) The chief presiding examiner shall keep all examination materials secure and is responsible for the security, supervision and conduct of the examination.

(2) The chief presiding examiner may appoint 1 or more presiding examiners administer and supervise the examination.

(3) If the chief presiding examiner appoints as a presiding examiner a teacher who is an employee of the board, that teacher shall act as a presiding examiner.

(4) The chief presiding examiner shall deliver the examination materials to the Director in accordance with the Director's instructions after the examination is concluded.

5(1) A person may apply to be a candidate to write an examination

- (a) in the form approved by the Director, and
- (b) in accordance with the directive in respect of that examination.

(2) The fee, if any, for the examination shall accompany the application.

(3) The Director may approve an examination as being one for which no prior application is required from a candidate.

6(1) A handicapped candidate may apply to the board to have a scribe appointed by the chief presiding examiner to assist him during the examination.

(2) A scribe shall not be a relative, teacher or former teacher of the handicapped candidate.

(3) A scribe shall attend at the writing centre during the examination and assist the handicapped candidate in accordance with the appointment by the chief presiding examiner.

7(1) The Director shall appoint 1 or more examiners for each examination to design, prepare, score or rescore the examination or any part of it.

(2) An examiner shall hold a valid teaching certificate issued under the *Department of Education Act*.

(3) The Director may appoint 1 or more persons to prepare an evaluation guide to assist teachers in the interpretation of examination results.

8(1) Unless he is authorized to do so by the Director, no person, shall

- (a) read an examination paper or answer sheet before an examination commences,
- (b) copy or otherwise duplicate all or any part of an examination paper or answer sheet,
- (c) suggest or provide answers to a candidate during an examination, or
- (d) remove any examination materials from the examination room.

(2) No person shall

- (a) write or attempt to write an examination under a false or fictitious identity nor knowingly provide false information on an application form,



(b) read or attempt to read a candidate's examination paper, answer sheet or any portion of them, during an examination or before they are returned to the Department unless he is appointed as a scribe for that candidate,

(c) bring into an examination room any materials or aids that may assist a candidate with the examination, other than materials or aids that are expressly permitted by the Director,

(d) communicate or attempt to communicate in any manner with a candidate during the examination unless he is appointed as a scribe for that candidate,

(e) tamper with any of the examination materials required in connection with an examination, or

(f) enter or leave the examination room without the consent of the presiding examiner.

(3) Notwithstanding subsection 2(d), the presiding examiner may communicate with a candidate on a matter other than the subject matter of the examination.

9 The presiding examiner may evict any person who contravenes section 8 from the examination room.

10(1) The chief presiding examiner, at the conclusion of the examination period, shall sign a statement indicating,

(a) that the examination was administered and supervised without incident in accordance with the regulations and the directives of the Director, or

(b) that the examination was administered and supervised in accordance with the regulations and the directives of the Director except for noted incidents or special, irregular or unusual circumstances.

(2) If the chief presiding examiner signs a statement under subsection

(1)(b), the Director may

(a) declare that the examination is invalid in respect of any or all of the candidates and that the relevant answers will not be scored, or

(b) make any other decision in respect of the examination or a candidate that he considers necessary.

(3) The Director shall notify the candidate of his decision under subsection (2) as soon as possible.

(4) If a decision is made under subsection (2), a candidate may apply to the Director to have his examination answers scored notwithstanding that the examination has been declared invalid or the answers were not completed by the candidate.

(5) An application under subsection (4) shall be made in writing, and delivered to the Director not more than 30 days after the date on which the Director's decision was made.

(6) If a decision is made under subsection (2), a candidate to whom that decision applies shall be entitled to be a candidate for any examination on the same subject that is conducted within 18 months following the date on which the decision is made.

11(1) A candidate who was evicted from an examination may appeal that eviction in writing to the Director not more than 7 days after the eviction.

(2) An appeal under subsection (1) shall include a statement as to why the candidate should not have been evicted.

(3) The Director, on receiving the appeal under subsection (1) from the chief presiding examiner, may

(a) confirm the eviction,

(b) uphold the appeal and require the candidate's answer to be scored,

(c) permit the candidate to write another examination in the same subject at a time and place prescribed by the Director.

12 Notwithstanding section 10(6), if a candidate contravenes section 8, he shall not write an examination in any subject for a period of not less than 1 year after the date of the contravention unless he is permitted to do so by the Director.

13(1) The Director may send a candidate a statement of the results of the scoring of the answer to the examination forthwith after he receives those results from the examiner.

(2) A candidate may apply to the Director to have his answer to the examination rescored.

(3) An application under subsection (2) shall be in writing, accompanied by a fee of \$10 and delivered to the Director no later than the date indicated on the results statement for that particular sitting of the examination.

(4) The Director, on receiving the application under subsection (2), shall cause the candidate's answer to be re-evaluated and rescored and shall send the candidate a statement of the results of the re-evaluation and rescoring forthwith after he receives the results from the examiner.

(5) A re-examination and rescoring made under subsection (4) is final.

(6) If a candidate has applied for his examination answer to be rescored under this section and the rescoring raises his score by 5 or more marks, he may be paid a refund of the fee paid under subsection (3).

14(1) The Director may make any decisions necessary to resolve any question, matter or dispute that arises in connection with the administration or supervision of an examination that is not referred to in section 8.

(2) The Director may waive any time limit imposed by this regulation with respect to a person or class of persons.

15(1) The Director may approve a writing centre as a special writing centre.

(2) The chief presiding examiner for a special writing centre may be paid the following:



- (a) \$40 per 1/2 day if 1 or more candidates report to write the examination;
- (b) \$20 per 1/2 day if no candidates report to write the examination;
- (c) \$10 for preparing the examination room and packaging the examination papers.

(3) A presiding examiner for a special writing centre may be paid the following:

- (a) \$30 per 1/2 day if 1 or more candidates report to write the examination;
- (b) \$15 per 1/2 day if no candidates report to write the examination.

16 With the prior approval of the Director, the board shall be paid the actual cost of shipping or delivering examination materials to the Director.

17 On the approval of the Director, an examiner shall be paid the following:

- (a) not more than \$10 for the preparation of an examination question accepted by the Minister;
- (b) not more than \$1000 for the preparation of an evaluation guide under section 7(3);
- (c) not more than \$500 for the preparation of a supplement of an evaluation guide;
- (d) \$18 per hour spent designing, scoring or rescoring examination answers or on other related duties performed by the examiner at the request of the Director;
- (e) in accordance with Schedule 2 Part B of the Committee Remuneration Order (O. C. 1175/80) for attendance at committee meetings for the purpose of planning and developing examinations.

18 An examiner shall be paid an allowance pursuant to the Subsistence and Travelling Allowances Regulation (O. C. 293/79) as if he were an employee of the government if he

- (a) designs, scores or rescores examinations at a place other than where he ordinarily resides, or
- (b) is required by the Director to stay temporarily at a place other than that where he ordinarily resides.

19 If an examiner is employed by a board as a teacher, his employer may be paid the cost of employing a substitute teacher when the examiner is unable to teach because of his duties as an examiner.

20(1) A person shall pay a fee of \$10 for each examination for which he is a candidate in accordance with the directive in respect of that examination.

(2) The Director may waive the fee required to be paid by a candidate.

(3) The Director may waive the payment of a fee in respect of an examination.

21 The Departmental Examination Regulations (Alta. Reg. 20/76) and the Administration and Supervision of Examination Regulation (Alta. Reg. 200/79) are repealed.



# Grade 12 Diploma Examinations

## Statement of Chief Presiding Examiner



I, \_\_\_\_\_, having read Examination Regulation 531/82 attached to and forming part of this statement, certify that to the best of my knowledge and belief the Diploma Examinations held at \_\_\_\_\_ during the \_\_\_\_\_ 1984 examination period (month)

☐ were administered and supervised without incident in accordance with Examination Regulation 531/82 and the directives of the Director of Student Evaluation.

or

☐ were administered and supervised in accordance with Examination Regulation 531/82 and the directives of the Director of Student Evaluation except as follows:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_. \_\_\_\_\_  
Chief Presiding Examiner

Please sign and include in envelope designated for return of statements and lists.







LB 3054 C2 0522 1984  
GRADE 12 DIPLOMA EXAMINATIONS  
PROGRAM GENERAL INFORMATION --

39907050 EDUC



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# DATE DUE SLIP

DUE EDUC FEB 28 '85

DUE EDUC MAR 12 '85

MAR 15 RETURN

1 DUE  
EDUC AUG 13 '85

OCT 24 RETURN

EDUC NOV 28 '85

NOV 28 RETURN

DUE  
EDUC JAN 30 '86

JAN 20 RETURN

EDUC MAR 27 '86

F255

LB 3054 C2 D522 1984  
Grade 12 diploma examinations  
program.

39907050 EDUC



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